



## **PARKS AND RECREATION COMMISSION MEETING**

Thursday March 3, 2022 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Skyline Drive Worcester, MA 01605

Or

**If you choose to use the WebEx platform:**

- 1) Go to [www.webex.com](http://www.webex.com)
- 2) Click the “join” button on the top right side of the screen
- 3) Enter Meeting ID#: 2300 728 0228
- 4) Enter password: Parkscomm3-3

**If you choose to attend via phone:**

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2300 728 0228

### **AGENDA**

1. Call to Order
2. Attendance (Roll Call)
3. Acceptance of Minutes for the November 18, 2021 & February 17, 2022 (Roll Call)
4. Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the “Public Participation” section of this meeting, you may join us directly within the 50 Skyline Drive Meeting Room A, follow the information above to join via the WebEx application or dial the direct line as indicated. If you would like to raise your hand when in the meeting as a call-in user you may dial \*3.
5. Committee Reports



Golf Course Subcommittee – None

Policy Subcommittee – None

Naming & Land Use Subcommittee – None

6. Commissioners Report (See Report Topics Below)

5. Old Business

- NA

6. New Business

- NA

7. Date of Next Meeting:

- March 31, 2022
- April 28, 2022
- May 12, 2022
- June 16, 2022
- September 15, 2022
- October 20, 2022
- November 17, 2022
- December 15, 2022
- January 19, 2023
- February 2, 2023
- March 2, 2023
- March 30, 2023
- April 27, 2023
- May 25, 2023
- June 15, 2023

8. Meeting Adjourned (Roll Call)

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**ASSISTANT COMMISSIONER'S REPORT:**

1. Referral to Policy Subcommittee: NA
2. Referral to Naming/ Land Usage Subcommittee: NA
3. Referral to Golf Course Subcommittee: NA
4. General:

- Request of Habitat for Humanity Metro West/ Greater Worcester to hold an event at Elm Park
- Request of the Massachusetts Pirates to allow alcoholic beverages as part of the already approved tail gate party on the Worcester Common
- Request the Commission to review a draft postcard informing the public of communication options when issues arise within a Public Park.
- Grant Applications –
  - Land & Water Conservation Fund Grant – Columbus Park- Awarded
  - Land & Water Conservation Fund Grant – Coal Mine Brook – Awarded
  - Outdoor Recreation Legacy Partnership Grant – Tacoma St Playground - Awarded
  - Land & Water Conservation Fund Grant – University Park - Submitted
  - Outdoor Recreation Legacy Partnership Grant – Indian Lake Beach - Submitted
  - PARC & LAND Grant Program – Coes Pond Beach – Awarded
- Economic Development Initiatives –
  - NA
- Cultural Events-
  - NA
- Park Vandalism & Graffiti – NA
- Donations –
  - NA
- Capital Improvement Programs
  - Apricot Street Playground - NA
  - Ball Property - NA
  - Banis Street Playground - NA
  - Beaver Brook Park - NA
  - Bell Pond – NA
  - Bennett Field – NA
  - Betty Price Playground – NA
  - Blackstone Gateway Park – NA
  - Blithwood Park – NA
  - Boynton Park – NA
  - Burncoat Park – NA
  - Burncoat Playground – NA



- Cascades Park – NA
- Castle Park – NA
- Common – NA
- Coes Park (Knife) – NA
  - Stearns Tavern
  - Playground
- Coes Pond – NA
- Columbus Park –
  - NA
- Cookson Park – NA
- Cristoforo Columbo (East Park) – NA
- Crompton Park – NA
- Dodge Park – NA
- Elm Park – NA
  - Newton Hill - NA
- Fairmont Park – NA
- Farber Field – NA
- Grant Square – NA
- Great Brook Valley Playground – NA
- Green Hill Park Renovation – NA
  - Green Hill Farm
  - Community Gardens
  - WWI
- Greenwood Park – NA
- Hadwen Park – NA
- Harrington Field – NA
- Harry Sherry Field (S. Worcester) - NA
- Holland Rink - NA
- Holmes Field - NA
- Indian Hill Park – NA
- Indian Lake Beach – NA
- Institute Park – NA
  - Walkway Design
  - Salisbury Pond
- Kendrick Field – NA
- Knights of Columbus – NA
- Korean War Memorial – NA
- Lake Park – NA
- Lake View Playground – NA
- Logan Field – NA
- Morgan Landing – NA
- Mulcahy Field – NA
- Oakland Heights Playground – NA
- Providence Street Playground – NA
- Ramshorn Island – NA
- Rockwood Field – NA
- Salisbury Park (Bancroft Tower) – NA
- Shale Street Playground – NA
- Shore Park – NA
- Spillane Field – NA
- Tacoma Street Playground – NA
- TY Cobb – NA
- University Park – NA





- Vernon Hill – NA
  - Wetherall Estates (Duffy Field) – NA
  - 149 West Boylston Drive - NA
  - Winslow & Pleasant – NA
  - Aquatic Master Plan – NA
  - Open Space and Recreation Plan – NA
  - North Lake Ave Linear Park – NA
- Community Development Block Grant – NA
- Art-in-the-Park – Request to keep Art Work in Elm Park - NA
- Dog Park, Licensing & Control of Dogs – NA
- Rectangular Field Development – NA
- Park Monument Review – NA
- Misc. items:
  - Keep Worcester Clean –
    - NA
  - City Council Orders –
    - NA
  - City Council Petitions –
    - NA
  - Forestry Operations – NA
    - ALB (Asian Longhorned Beetle)
    - EAB (Emerald Ash Borer)
    - Arbor Day – April 29, 2022
  - Budget – Operational & Capital - NA
    - Parks, Recreation & Cemetery Division – NA
    - Capital Improvement Program – NA
    - City Five Point Financial Plan – NA
    - City Auditor Communications - NA
  - Summer Youth Employment Program – Update
  - Aquatics – NA
    - Christian's Law – NA
  - Recreation Worcester - NA
  - Holiday Tree – NA
  - Worcester Common Ice Skating Rink - NA
  - Waterfowl in Park – NA
  - Out-to-Lunch – NA
  - Trash – NA
  - ESCo – NA
  - Park Permits –
    - See second item on the agenda
  - Access/ ADA – NA
  - Mobile Concession/ Food Truck - NA
  - ATV – Recreational Vehicle – NA
  - Veterans Memorials - NA
  - Misc. Information –
- Golf Course:
  - NA
  - Golf Course Donations: NA









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Virtual with WebEx

## **ASSISTANT COMMISSIONER'S REPORT**

**GENERAL**









## 2022 PERMIT APPLICATION FOR EVENT IN A PARK

NAME OF REQUESTED FACILITY: Elm Park TODAY'S DATE: 2/17/22  
NAME OF ORGANIZATION Habitat for Humanity MetroWest/Greater Worcester WEBSITE: https://www.habitatmwgw.org/  
NAME OF APPLICANT: Deborah Huegel EMAIL: deborah.huegel@habitatmwgw.org  
ADDRESS: 640 Lincoln Street Suite 100 CITY Worcester STATE MA ZIP 01605  
CELL PHONE# 508-439-0811 ALTERNATE PHONE # 508-799-9259 ext. 118  
EVENT DATE: 6/24/22 RAIN DATE: 7/15/22 START TIME: 8:00 A.M. END TIME 5:00 P.M.  
SET UP DATE & TIME: BREAKDOWN DATE & TIME: Same as above - 6/24/22 : 8:00 A.M. 6/24/22 8:00 A.M.

**\*STAFF WILL BE ASSIGNED FROM THE BEGINNING OF THE SET UP UNTIL EVERYONE IS GONE\***

DESCRIBE EVENT IN DETAIL: Sponsored teams of volunteers will build multiple playhouses (5 to 10) for children of Veterans. Each playhouse will have 8-12 volunteers. Tarps will be put down to cover a 30'X40' area for each. Each team gets a small 10 X 10 tent. The playhouses will be painted and assembled on site. Veteran families will bring trucks or 9' trailers to pick up the playhouses at the end of the day.

It is a great program for children of Veterans who receive playhouses as a gift, and employers in the Worcester area participate in community building.

HAVE YOU EVER HAD A SIMILAR PERMIT: ☒ YES ☐ NO ESTIMATED # OF PEOPLE TO ATTEND: 160  
(IF AMOUNT IS UNKNOWN A MAXIMUM NUMBER WILL BE ASSUMED)

WILL YOU BE CHARGING ADMISSIONS OR SELLING ANY ITEMS AT THIS EVENT? ☐ YES ☒ NO

- As of October of each year all season water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
- Some organizations will need to contact the Special Events Committee based on the location and scale of the event. Please call 508-799-1400.
- Alcoholic beverages are NOT allowed in parks facilities (see item 21 on the rules and regulations)
- Bancroft Tower Operational Hours: Sunrise to 8:00 PM
- No Smoking in Parks and Open Spaces as per city ordinance
- NO Drones, radio control vehicles (Land, Air, or Water) without issued permit from the Parks administration office
- The City reserves the right to minimize or cancel use of facilities based on renovations and maintenance.
- No refunds will be given if event is not cancelled in writing within the required time frame (see Cancellation Policy Page3)**
- The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division requires staff at any and all events/permits for the duration of the event including event set up and breakdown this and other requirements will be determined on a case by case basis. Staff fees will apply (\$55.00 per hour minimum of 4 hours)
- Permittee shall not begin set up or breakdown within the park until park staff is on site.
- Vehicles are prohibited in any park grass areas, on any sidewalks or on the Worcester Common.
- The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement which indemnifies and holds harmless the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division and Parks & Recreation Commission. Some events may require a higher limit of Insurance. The City of Worcester is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.
- DOWN PAYMENT: A \$125.00 NON-REFUNDABLE DOWN PAYMENT WILL BE REQUIRED AT THE TIME OF REQUEST IN ORDER TO HOLD DATES. NO DATES WILL BE HELD WITHOUT THE DOWN PAYMENT.**

INITIALS







**THIS SECTION MUST BE COMPLETED BY THE POLICE DEPARTMENT ONLY**

**ANYONE REQUESTING A PARK PERMIT WILL NEED TO NOTIFY THE POLICE DEPARTMENT OFF-DUTY OFFICE AND HAVE THEM COMPLETE AND SIGN BELOW IN REFERENCE TO POLICE SUPERVISION AND/OR SOUND PERMITS. THE OFF DUTY POLICE WILL DETERMINE THE NEED FOR POLICE SUPERVISION AND THE NUMBER OF OFFICERS IF REQUIRED. THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.**

WILL THIS EVENT NEED POLICE SUPERVISION \_\_\_\_\_ YES \_\_\_\_\_ NO IF YES, NUMBER OF OFFICER'S \_\_\_\_\_

WILL THIS EVENT REQUIRE A SOUND PERMIT: \_\_\_\_\_ YES \_\_\_\_\_ NO

HAS A SOUND PERMIT BEEN OBTAINED: \_\_\_\_\_ YES \_\_\_\_\_ NO? COPY OF PERMIT REQUIRED TO BE ATTACHED

NAME & TITLE OF POLICE DEPARTMENT OFFICIAL: \_\_\_\_\_

**PLEASE INDICATE BELOW ANY ITEMS PERTAINING TO YOUR EVENT AND FOLLOW INSTRUCTIONS ON THE FOLLOWING PAGES, WHICH CONTAIN INFORMATION NECESSARY FOR YOU TO OBTAIN OTHER PERMITS REQUIRED BY THE CITY OF WORCESTER FOR YOUR EVENT (USEFUL PHONE NUMBERS ARE ON PAGE 4)**

**YES NO**

  X   \_\_\_\_\_ **TRASH:** WILL YOU BE CLEANING AND REMOVING TRASH?  
A CLEAN UP PLAN WILL BE REQUIRED IN WRITING PRIOR TO OBTAINING A PERMIT.  
DUMPSTERS WILL NOT BE ALLOWED IN THE PARK OR LEFT OVERNIGHT.

         X   **TRASH:** WILL YOU BE REQUESTING THE CITY TO BE RESPONSIBLE TO REMOVE AND DISPOSE OF TRASH?  
A STARTING FEE OF \$400.00 WILL APPLY FOR REMOVAL/DISPOSAL OF TRASH FROM YOUR EVENT  
THE FEE WILL INCREASE BASED ON THE AMOUNT OF TRASH/PARTICIPANTS/EVENT SIZE ETC. THIS FEE  
DOES NOT INCLUDE FACILITY CLEAN UP A MINIMUM OF \$220.00 WILL BE CHARGED FOR TRASH PICK UP  
THROUGHOUT THE FACILITY. THIS FEE DOES NOT INCLUDE FACILITY CLEAN UP. IT IS INTENDED ONLY FOR  
REMOVAL & DISPOSAL OF TRASH FROM A SINGLE AGREED UPON LOCATION. TRASH/DEBRIS IN OTHER AREAS  
ARE THE RESPONSIBILITY OF THE PERMITTEE.

  X   \_\_\_\_\_ **RESTROOMS:** WILL YOU BE REQUESTING USE OF FACILITY RESTROOMS? (IF AVAILABLE AT FACILITY)  
STAFF WILL BE REQUIRED TO OPEN AND CLOSE RESTROOMS

         X   **PORTABLE RESTROOMS:** WILL YOU HAVE PORTABLE RESTROOMS? PLEASE PROVIDE INFORMATION  
COMPANY \_\_\_\_\_  
(PORTABLE RESTROOMS MUST BE REMOVED IMMEDIATELY AFTER EVENT COMPLETION. PLEASE IDENTIFY THE  
LOCATION OF PORTABLE RESTROOMS ON THE SITE MAP)  
➤ All events with portable restrooms must have a minimum of (1) one, or 5% of the total restrooms provided must be accessible.  
➤ All events with portable restrooms are required to have a minimum of (1) one accessible unit at each cluster/group.  
➤ Each accessible restroom must be placed off of an accessible surface for ease of access.

         X   **ELECTRICITY:** WILL YOU BE REQUESTING THE USE OF OUR ELECTRICITY?  
PLEASE SPECIFY INTENDED USE – STANDARD 110 PLUGS? \_\_\_\_\_ HOW MANY AND FOR WHAT PURPOSE  
PLEASE EXPLAIN \_\_\_\_\_  
YOU WILL NEED TO PROVIDE YOUR OWN EXTENSION CORDS  
AN ADDITIONAL FEE WILL BE CHARGED FOR ELECTRIC USE \$25/HR (FOR PLUGGING INTO OUTLETS)  
PLEASE EXPLAIN ANY ADDITIONAL NEED OF ELECTRICITY OTHER THEN STANDARD PLUGS \_\_\_\_\_

         X   **GENERATOR:** WILL A GENERATOR BE USED AT THIS EVENT? (A PERMIT IS REQUIRED FROM INSPECTIONAL  
SERVICES FOR THE USE OF A GENERATOR, PLEASE INDICATE ON THE MAP THE LOCATION OF THE  
GENERATOR (PHONE NUMBER LISTED ON PAGE 4 OF THIS APPLICATION)  
INSPECTIONAL SERVICES OFFICIAL SIGNATURE: \_\_\_\_\_

         X   **FOOD:** WILL YOU HAVE FOOD? (ANY TYPE OF FOOD THAT HAS NOT BEEN PREPARED IN A LICENSED  
KITCHEN WILL REQUIRE A FOOD PERMIT FROM INSPECTIONAL SERVICES. PHONE # PAGE 4)  
INSPECTIONAL SERVICES OFFICIAL SIGNATURE: \_\_\_\_\_  
\*AN OIL DISPOSAL PLAN NEEDS TO BE SUBMITTED SEPARATE FROM APPLICATION\*  
\* OIL WILL NOT BE ALLOWED TO BE DISPOSED OFF IN THE SEWER DRAINS \*

INITIALS







X   **GRILLS:** WILL YOU BE USING GRILLS? (A PERMIT FROM FIRE PREVENTION MAY BE REQUIRED IF USING PROPANE OPERATED GRILLS. ANYTHING LESS THAN 42 POUNDS OF PROPANE WILL NOT REQUIRE A PERMIT PER STATE FIRE CODE. MORE THAN TWO STANDARD SIZE TANKS WILL REQUIRE A PERMIT. WHENEVER CHARCOAL GRILLS ARE USED IT IS THE RESPONSIBILITY OF THE APPLICANT TO REMOVE ALL CHARCOAL DEBRIS FROM THE FACILITY. PLEASE IDENTIFY THE LOCATION OF THE GRILL/S ON A SITE MAP PHONE # PAGE 4)  
**FIRE DEPARTMENT OFFICIAL SIGNATURE:** \_\_\_\_\_

  X   **TENTS:** WILL YOU BE USING TENTS? (ALL TENTS MUST BE STAKELESS) TENTS LARGER THEN 10' X 10' WILL REQUIRE A PERMIT FROM INPECTIONAL SERVICES  
TYPE OF TENT Foldable Gazebo style SIZE OF TENT 10 x 10  
WHEN SECURING TENTS WITH CONCRETE, ALL CONCRETE MUST BE COVERED WITH PLASTIC TO AVOID DAMAGE TO PARKS PROPERTY  
**INSPECTIONAL SERVICES OFFICIAL SIGNATURE:** \_\_\_\_\_

  X   **INFLATABLE DEVICES/BOUNCY HOUSES:** APPROVAL WILL BE BASED ON CURRENT PUBLIC HEALTH GUIDANCE. THE DEVICES APPROVED FOR USE MUST BE STAKELESS.

  X   **TABLES AND CHAIRS:** WILL YOU BE USING TABLES AND CHAIRS? (PLEASE IDENTIFY LOCATION OF TABLES AND CHAIRS ON A SITE MAP. THE CITY DOES NOT SUPPLY ANY EXTRA TABLES AND CHAIRS)

  X   **EMS:** WILL YOU HAVE EMS SERVICES AVAILABLE? **THIS IS NOT MANDATORY BUT RECOMMENDED THE PHONE NUMBER IS LISTED ON PAGE 4 OF THIS APPLICATION. MAY BE A REQUIREMENT BASED ON PROPOSED EVENT.**

  X   **AMPLIFYING SYSTEM:** ARE YOU USING ANY TYPE OF AMPLIFYING SYSTEM? YOU WILL NEED A SOUND PERMIT FROM THE POLICE DEPARTMENT.

EVENTS SCHEDULED IN A BUSINESS AREA SUCH AS CITY HALL OR THE WORCESTER COMMON (SEE RULES AND REGULATIONS FOR SOUND ORDINANCE) WILL HAVE TO SCHEDULE THEIR EVENT AROUND THE BUSINESS HOURS. PLEASE INDICATE THE LOCATION OF THE AMPLIFYING SYSTEM ON A SITE MAP

  X   **BANNERS:** WILL YOU BE USING ANY BANNERS? (NO NAILS OR STAPLES ALLOWED, ONLY ROPE OR TAPE)  
➤ ALL BANNER LOCATIONS MUST BE APPROVED  
➤ A \$110.00 FEE WILL APPLY FOR HANGING AND TAKING DOWN OF BANNERS BY PARKS STAFF  
➤ BIG BANNERS THAT NEED TO BE PUT UP ON TREES WILL ONLY BE ALLOWED BY PARKS STAFF

  X   **PORTABLE STAGE:** WILL YOU BE USING OUR STAGE? (IF PARKS PORTABLE STAGE WILL COST A FLAT FEE OF \$880.00)  
THE STAGE IS 24' (L) X 24' (D) X 4' (H) FULLY OPEN, OR 24' (L) X 15.6' (D) X 4' (H) WITH AN 8.6' HIGH WALL IN BACK (PLEASE INDICATE LOCATION OF PORTABLE STAGE ON A SITE MAP).  
➤ PLEASE NOTE: A separate application is required for the use of the portable stage.  
➤ PLEASE NOTE: This stage is not accessible.

**PARKING PLAN:** YOU WILL HAVE TO SUBMIT AN ALTERNATIVE PARKING PLAN FOR THE FACILITIES THAT DO NOT HAVE ENOUGH PARKING FOR YOUR EVENT. **ILLEGAL PARKING SUCH AS BUT NOT LIMITED TO PARKING ON SIDEWALKS OR GRASS AREAS WILL NOT BE ALLOWED AND FINES WILL BE GIVEN** AND FEES WILL BE APPLIED FOR ANY DAMAGE TO IRRIGATION SYSTEMS OR GRASS. ALSO PERMIT HOLDER WILL BE RESPONSIBLE TO INFORM/ADVICE ALL EVENT PARTICIPANTS ON LEGAL AND PROPER PARKING ON CITY PROPERTY.

**RAIN/WET CONDITIONS:** IF THERE ARE PUDDLES ON THE FIELDS AND/OR YOU STEP ON ANY PORTION OF THE FIELD AND IF WATER SQUISHES OUT FROM UNDER YOUR SHOE, THE FIELD IS CLOSED WITH NO GAME PLAY AND/OR PRACTICE. PLAYING ON WET FIELDS POSES A SAFETY HAZARD AND CAUSES SEVERE FIELD DAMAGE

**PERMITS FROM OTHER CITY DIVISIONS:** IT IS YOUR RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS AS STATED ABOVE AND SUBMIT COPIES TO OUR DEPARTMENT PRIOR TO FINAL APPROVAL OF PERMIT. PARK PERMITS WILL NOT BE ISSUED UNLESS PERMITTEE HAS OBTAINED ALL NECESSARY PERMITS FOR THEIR EVENT.

**CLEAN UP OF PARK AT COMPLETION OF EVENT:** THE PARK MUST BE LEFT IN CLEAN, CLEAR OF PORTABLE TOILETS/DUMPSTERS, FENCING OR ANY MATERIAL USED FOR A SPECIFIC EVENT. PARK MUST BE LEFT READILY AVAILABLE FOR OTHER PARK USERS. ANY ADDITIONAL DATES REQUIRED WILL BE CHARGED AN ADDITIONAL FEE.

**FEES VARY BASED ON EVENT TYPES.** ALL PERMITS WILL HAVE A BASE PERMIT FEE AND SOME WILL HAVE ADDITIONAL FEES FOR STAFF, CLEAN UP, TRASH DISPOSAL OR ELECTRICAL. SOME EVENTS MAY REQUIRE STAFF EVEN IF NOT REQUESTED BY PERMITTEE, THIS WILL BE DETERMINED BY THE CITY OF WORCESTER DPW & PARKS, PARKS, RECREATION AND CEMETERY DIVISION BASED ON THE MAGNITUDE OF THE EVENT. CASH IS NOT ACCEPTED (**CHECKS, MONEY ORDERS or CREDIT CARDS ONLY**). FEES ARE DUE 1 MONTH PRIOR TO THE EVENT DATE.

**FINAL PAYMENT:** THE BALANCE WILL BE DUE 1 MONTH PRIOR TO EVENT DATE. PAYMENTS MADE LESS THEAN 1 MONTH BEFORE EVENT WILL REQUIRE A CERTIFIED FINAL PAYMENT: BANK CHECK OR MONEY ORDER.  
OR 10% OF TOTAL FEE WHICHEVER IS HIGHER WILL BE CHARGED FOR CANCELLATIONS. ALL WEEKEND/HOLIDAY







**CANCELLATION POLICY:** A 24-HOUR WRITTEN CANCELLATION NOTICE IS REQUIRED TO AVOID ADDITIONAL FEES. A \$125.00 CANCELLATIONS MUST BE RECEIVED BY 12:00 PM ON THE LAST BUSINESS DAY PRIOR TO YOUR EVENT AND MUST BE CONFIRMED/APPROVED BY THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION STAFF. CONFIRMATION/APPROVAL IS DEEMED CONFIRMED WHEN THE EVENT REPRESENTATIVE RECEIVES A WRITTEN CONFIRMATION FROM THE PARKS DIVISION ADMINISTRATIVE OFFICE. REFUNDS WILL NOT BE GIVEN TO ANYONE WHO DOES NOT GIVE A 24 HR CANCELLATION AND THEY WILL BE CHARGED THE FULL EVENT FEE.  
**RAIN DATE WILL BE GIVEN AT THE TIME OF REQUEST NOT AFTER AND IT WILL ONLY BE HONORED IF CANCELLED AND RESCHEDULED IN TIME.**

**STAFF FEE:** WILL BE A MINIMUM OF \$220.00 FOR A 4 HOUR PERIOD. ANY ADDITIONAL HOUR AFTER THE 4 HOURS WILL COST \$55.00 PER HOUR. PLEASE NOTE THAT BASED ON YOUR REQUEST THE FEE MIGHT CHANGE TO ADD OTHER COST FOR ELECTRICAL NEEDS OR REMOVAL/DISPOSAL OF TRASH FROM EVENT.

**ALCOHOLIC BEVERAGES:** NO PERSON SHALL DRINK ANY ALCOHOLIC BEVERAGE AS DEFINED IN CHAPTER 138, SECTION 1 OR THE MASSACHUSETTS GENERAL LAWS WHILE ON, IN, OR UPON ANY FACILITY UNDER THE JURISDICTION OF THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION.

**PLEASE NOTE IF ADMISSION IS TO BE CHARGED OR EVENT IS OF A LARGE CAPACITY SUCH AS CONCERTS AND FESTIVALS:**

**CHARGING ADMISSION AT EVENT:** IF ADMISSION FEE IS CHARGED FOR EVENT A PERMIT REQUEST AND A FULL PROPOSAL NEEDS TO BE SUBMITTED TO THE PARKS & RECREATION COMMISSION A MINIMUM OF THREE (3) MONTHS BEFORE THE EVENT DATE. THE PROPOSAL IS TO INCLUDE ALL EVENT DETAILS AS LISTED IN THIS PERMIT APPLICATION, AND MEET REQUIREMENTS AS SET FORTH BY THE PARKS, RECREATION AND CEMETERY COMMISSION. A SPECIAL EVENTS APPLICATION MAY ALSO NEED TO BE SUBMITTED.

**THERE SHALL BE NO TRANSFERRING OF PERMITS FROM ONE ORGANIZATION TO ANOTHER.**

**CURRENT CONSTRUCTION:** IT IS THE RESPONSIBILITY OF THE PERMITTEE TO ENSURE THAT CONSTRUCTION AREAS IN PARKS ARE NOT DISTURBED OR MOVED. FEES WILL BE CHARGED FOR ANY REPAIRS NEEDED DUE TO ANY DAMAGE DONE BY ANY EVENT.

**APPROVAL OF PERMIT:** THERE WILL BE NO GUARANTEES MADE IN THE APPROVAL PROCESS IF PERMIT APPLICATION IS RECEIVED BY THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION AFTER THE THREE- (3) MONTH REQUIRED PERIOD. APPROVAL OR DENIAL WILL BE ON A CASE-BY-CASE BASIS.

IT WILL BE NECESSARY TO OBTAIN A LICENSE FROM THE LICENSE COMMISSION, AND SUBMIT A COPY WITH THIS APPLICATION AT THE TIME OF PERMIT PROCESS COMPLETION.

**EVENTS HELD AT BEACH FACILITIES OR PUBLIC WATERWAYS MAY REQUIRE TO BE IN COMPLIANCE WITH CHRISTIAN'S LAW**

**PERSONAL FLOTATION DEVICES/US COAST GUARD CERTIFIED LIFE JACKETS FOR BEACH FACILITIES:**

THE PERMITTEE SHALL BE RESPONSIBLE FOR MEETING AND EXCEEDING ALL REQUIREMENTS OF "CHRISTIANS LAW" WHICH INCLUDES THE FOLLOWING:

- 1) PROVIDE A PROPERLY SIZED AND SNUG FITTING TYPE I, II, OR III PFD TO ALL MINOR CHILDREN DETERMINED TO BE EITHER A NON-SWIMMER OR AN AT RISK SWIMMER.
- 2) ENSURE THAT ALL MINORS ARE SWIM TESTED AT THE FIRST SWIMMING SESSION.
- 3) ALLOW PARENTS OR LEGAL GUARDIANS TO PROVIDE THEIR OWN FITTING PERSONAL FLOTATION DEVICE (PFD) TO THEIR CHILD IF THEY CHOOSE.

A COPY OF THIS STATE LAW IS AVAILABLE ON THE CITY OF WORCESTER WEBSITE OR AT THE PARKS OFFICE.

**BELOW IS A LIST OF PHONE NUMBERS FOR YOUR ASSISTANCE IN THIS PERMIT PROCESS:**

SPECIAL EVENTS COMMITTEE: 455 MAIN STREET.....	508-799-1175
POLICE DEPARTMENT - OFF DUTY/SOUND PERMITS- 911 LINCOLN SQUARE -.....	508-799-8686
INSPECTIONAL SERVICES - FOOD AND PORTABLE TOILET PERMITS- 25 MEADE STREET.....	508-799-8539
INSPECTIONAL SERVICES - TENTS, GENERATORS - 25 MEADE STREET.....	508-799-1198
FIRE PREVENTION - OPEN FLAME PERMITS - 25 MEADE STREET.....	508-799-1822
LICENSE COMMISSION - FLEA MARKETS OR SELLING OF ITEMS.....	508 799-1400 X234
EMS.....	508-799-8606

**PLEASE ATTACH A MAP SHOWING THE LOCATIONS WHERE, TENTS, TABLES, CHAIRS, GRILLS. ETC. WILL BE SET UP.**

INITIALS







**City of Worcester – Department of Public Works & Parks – Parks, Recreation & Cemetery Division Rules and Regulations**

The DPW & Parks – Parks, Recreation & Cemetery Division of the City of Worcester, by virtue of the authority delegated to it under chapter 45 of the General Laws of Massachusetts and every other power thereto enabling, hereby makes and publishes the following rules and regulations which shall not only be limited to the following and DPW & Parks – Parks, Recreation & Cemetery Division reserves the right to make additional changes or expansions without notice at any given time.

Within the limit of lands under the management of the City of Worcester – Department of Public Works & Parks, Parks, Recreation & Cemetery Division, it shall be unlawful for any person/organization:

- 1) To destroy, misuse or abuse park property, or to injure or climb trees, lawns, shrubs or plants in any park playground, beach or other areas under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 2) To deface, remove or destroy any sign or notice or protective device placed in any park, playground, and or beach.
- 3) To commit any unlawful act of violence or disturbance towards other people or to disturb the animals, birds or fish, etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
- 4) To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division or vehicles of said department.
- 5) To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks – Parks, Recreation & Cemetery Division with any reasonable direction given by any police officers or by any DPW & Parks – Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks – Parks, Recreation & Cemetery Division.
- 6) To throw, deposit or leave any litter or rubbish any park, playground or beach area, except in containers placed for such purpose. Household trash, hazardous waste, debris, or any other material cannot be thrown / dumped into any park or park container.
- 7) To feed water fowl & animals is prohibited in any park playground or beach.
- 8) To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
- 9) To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
- 10) To operate a phonogram, bullhorns, radio, loudspeaker, or amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 1996 of the City of Worcester. Any phonogram, bullhorns, radio, loudspeaker or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property or building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, or public property or building and shall require permit/permits from the City of Worcester.
- 11) To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks – Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise tobacco, alcohol, medication, drugs or pornographic material.
- 12) To discharge or have any firearms in any park, playground or beach.
- 13) To discharge or have any fireworks in any park, playground or beach, except with a permit for those areas specifically authorized by the DPW & Parks – Parks, Recreation & Cemetery Division.
- 14) To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM except with a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 15) To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads.
- 16) To drive any Commercial vehicle into any park except on business of the DPW & Parks – Parks, Recreation & Cemetery Division, or to give driving instruction to any person in an automobile in any park or to learn to drive an automobile in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or repair cars in any park, or to park any car of any park road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.
- 17) To erect a booth, tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, or beach unless stakeless and/or without the written permission of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 18) To play any active ball games in any park, playground, or beach except in areas set aside for such games.
- 19) To place any snow or ice removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 20) To drive any vehicle upon any sidewalk of any boundary road or a public park or of any parkway under the control of the DPW & Parks – Park, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division.
- 21) **Alcoholic Beverages:** To possess, sell or drink any alcoholic beverages as define in Chapter 138 section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the DPW & Parks – Parks, Recreation & Cemetery Division permit.
- 22) To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the

INITIALS







- Jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 23) **Closing hours:** Public reservations shall be closed to the public between the hours of 10:00 PM and 5:00 AM except as may be authorized in a written permit of the DPW & Parks – Parks, Recreation & Cemetery Division.
  - 24) **Waiver Rights:** The DPW & Parks – Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.
  - 25) To roller-blade, roller skate, skate board, or ride a bike in any designated park area unless specifically identified for this purpose.
  - 26) To boat / float on a flotation device, motorized water craft or winter snow/ice vehicles (snowmobiles, etc.) is not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester DPW & Parks – Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized water crafts shall be launched within 150' of any public beach.
  - 27) To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are: Elm Park (3 ponds), University Park pond, and Burncoat park (small pond). At all sites the ice must be declared safe by the DPW & Parks- Parks, Recreation & Cemetery Division.
  - 28) No group outing/picnics will be guaranteed in any park, playground or beach under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division has been obtained.
  - 29) The DPW & Parks – Parks, Recreation & Cemetery Division shall first approve any field, facility or structure improvements, desired to be made by any organizations permitted to use a public park.
  - 30) In the event of inclement weather conditions on a given date, DPW & Parks – Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any

field if under their determination such use will have a negative long-term effect on the facility.

- 31) Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday – Friday (Non Holidays). There will be no refunds or credits issued for any reason. No information will be given nor permits issued over the telephone. The City of Worcester DPW & Parks – Parks, Recreation & Cemetery Division has a fees/charges policy and Rules and Regulation governing all parks. The DPW & Parks – Parks, Recreation & Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for these rules and regulations.
- 32) **AVIATION IN PARKS: PARKS DRONES (UAS) AND OTHER AIRCRAFT: DRONES, OTHER UNMANNED AERIAL VEHICLES INCLUDING REMOTE CONTROL AIRCRAFT, AND AIRCRAFT IN GENERAL CANNOT BE FLOWN IN THE CITY OF WORCESTER PUBLIC PARKS OR OPEN SPACES; UNLESS UNDER SPECIAL PERMISSION FROM THE CITY OF WORCESTER COMMISSIONER OF THE DEPARTMENT PUBLIC WORKS & PARKS OR HIS DESIGNEE, AND WITH AN ISSUED APPROVED PARKS PERMIT. PLEASE REFER TO THE FEDERAL AVIATION ADMINISTRATION (FAA) RULES AND REGULATIONS**
- 33) It is unlawful and NOT allowed to smoke in any public park, playground or beach as per the City of Worcester ordinance.

#### **ADDITIONAL POLICIES FOR THE USE OF THE COMMON**

- 34) **Common:** To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; the Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks – Parks, Recreation & Cemetery Division.

**PENALTIES: ANY PERSON VIOLATING ANY OF THE ABOVE RULES SHALL FOR EACH OFFENSE BE PUNISHED BY A FINE NOT MORE THAN \$200.00 (GENERAL LAWS CHAPTER 45, SECTION 24, AMENDED MAY 20, 1977)**

#### **THE ABOVE RULES AND REGULATIONS HAVE BEEN APPROVED BY THE PARKS & RECREATION COMMISSION**

PRINT NAME OF APPLICANT/REPRESENTATIVE: Deborah Huegel DATE: 2/17/22

SIGNATURE OF APPLICANT/ REPRESENTATIVE: \_\_\_\_\_







## AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Worcester Department of Public Works & Parks - Parks, Recreation & Cemetery Division prohibits discrimination on the basis of race, color, origin, religion, age, sexual orientation or handicap in its programs and activities. Anyone who believes he or she has been discriminated against in any City of Worcester Department of Public Works & Parks - Parks, Recreation & Cemetery Division program, park or facility may file a complaint alleging discrimination with the Massachusetts Commission Against Discrimination or the United States Department of the Interior, Washington D.C. 20240.

It is agreed that during the use of the Park or Recreation facility the permittee will not exclude anyone from participation in, deny anyone benefit of the activity or otherwise subject anyone to discrimination because of the person's race, color, national origin, age, or handicap.

The undersigned guarantees that the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division will be strictly observed.

The undersigned agrees to indemnify and hold harmless the City of Worcester, DPW & Parks, Parks, Recreation and Cemetery Division from and against any and all claims, suits or any person or property arising out of the above named facilities by any participant, spectator or other person affiliated with the undersigned becomes aware of an unsafe condition at or on the facilities, and continues to perform at or on the Facilities, without first notifying the DPW & Parks, Parks, Recreation & Cemetery Division of the unsafe condition and giving a reasonable time to correct said unsafe condition.

- THE UNDERSIGNED SHALL SUBMIT PROOF OF INSURANCE, WITH THE SIGNING OF THIS PERMIT OR FILING OF THIS APPLICATION, WITH THE CITY OF WORCESTER AS AN ADDITIONAL INSURED.
- CLEAN UP WILL BE THE RESPONSIBILITY OF THE GROUP USING SAID FACILITIES, INCLUDING REFUSE FROM SPECTATORS AND PARTICIPANTS. ALL REFUSE SHALL BE BAGGED AND REMOVED FROM SITE.
- NO CHANGE OF ENTERTAINMENT WITHOUT PRIOR APPROVAL WILL BE PERMITTED.

I understand the information above and have received all the Rules and Regulations and take responsibility for insuring the organizations compliance with these rules and terms. I will, if I leave this organization inform my predecessor of this information. I am, through my signature able to bond the organization stated in this application to the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division.

**PENALTIES:** Any person violating any of the above rules shall for each offence be punished by a fine not more than \$200.00 (General Laws Chapter 45, Sect. 24, Amended May 20, 1977). Violators also risk permanent revocation of current and future DPW & Parks - Parks, Recreation & Cemetery Division facility permits.

PRINT NAME OF APPLICANT/REPRESENTATIVE: Deborah Huegel DATE: 2/17/22

SIGNATURE OF APPLICANT/ REPRESENTATIVE: \_\_\_\_\_







**PARKS & RECREATION FEES/CHARGES POLICY, BLESSED BY THE PARKS & RECREATION COMMISSION AND EFFECTIVE JANUARY 1, 2022**

**NOTES:**

- FEES WILL BE CHARGED FOR FIELD USE PERMITS ISSUED TO YOUTH GROUPS/ORGANIZATIONS THAT ARE CITY RESIDENTS UNDER THE AGE OF 18, FOR THE PURPOSE OF (SOFTBALL, BASEBALL, FOOTBALL, SOCCER, RUGBY, HOCKEY, BASKETBALL, AND LACROSSE, HANDBALL, TENNIS, CRICKET, FIELD HOCKEY OR ANY OTHER SPORT) THIS FEE CAN BE REDUCED IF THE YOUTH LEAGUE IS A 501C3 NON PROFIT AND/OR COMPLETES REGULAR MAINTENANCE ON THE FIELD THEY ARE REQUESTING.
- FEES WILL BE CHARGED TO ORGANIZATIONS/LEAGUES THAT ARE FOR PROFIT – NO DISCOUNTS WILL APPLY
- THERE IS A TWO (2) HOUR PER DAY MINIMUM FOR ALL PERMITS
- **OFF PEAK HOURS FOR FIELDS/RINKS/COURTS ARE 8:00 AM – 6:00 PM**
- **PEAK HOURS FOR FIELDS/RINKS/COURTS ARE 6:00 PM – 10:00 PM (ALL FIELDS CLOSE AT 10:00 PM UNLESS APPROVED BY THE CITY, IF ADDITIONAL HOURS ARE APPROVED THE FEES WILL BE BASED ON PEAK HOUR COST.)**

**SPORT PERMITS:**

1. FIELD AND COURT FEES ARE AS FOLLOWS FOR NON-PROFIT ORGANIZATIONS - \$18.00/HR/FIELD FOR OFF PEAK HOURS PRIOR TO 6:00 PM - \$36.00/HR/FIELD FOR ON PEAK HOURS AFTER 6:00 PM
2. FIELD AND COURT FEES ARE AS FOLLOWS FOR-PROFIT ORGANIZATIONS - \$36.00/HR/FIELD FOR OFF PEAK HOURS PRIOR TO 6:00 PM - \$72.00/HR/FIELD FOR PEAK HOURS AFTER 6:00 PM (DISCOUNTS DO NOT APPLY TO STAFF COST OR FOR-PROFIT ORGANIZATIONS)
3. A DISCOUNT OF UP TO 50% WILL BE GIVEN TO CITY OF WORCESTER RESIDENTS ON OFF PEAK HOURS BEFORE 6:00 PM ONLY BASED ON THEIR ROSTERS AND HOW MANY CITY OF WORCESTER RESIDENTS ARE IN THE LEAGUE. **AND ONLY APPLICABLE TO NON-PROFIT ORGANIZATIONS** FOR EXAMPLE IF 100% OF THE PEOPLE ARE FROM WORCESTER THAT WILL BE A 50% DISCOUNT. HOWEVER IF THE AMOUNT OF RESIDENTS IS LESS THAN 100% THEN THE PERCENTAGE IS CALCULATED BY TAKING THE NUMBER OF RESIDENTS TIMES 100 DIVIDED BY THE TOTAL NUMBER OF PEOPLE AND DIVIDED BY 50%
4. NO DISCOUNTS ARE GIVEN FOR INDIVIDUAL/PRACTICE PERMITS, NON RESIDENTS OF WORCESTER OR FOR-PROFIT ORGANIZATIONS.
5. NO DISCOUNTS WILL BE GIVEN FOR PEAK HOURS 6:00 PM – 10:00 PM
6. **ALL SYNTHETIC FIELDS MAY REQUIRE STAFF AT GAMES. THE FEE IS \$125.00 PER HOUR WITH A MINIMUM OF TWO HOURS PER DAY.**

**EVENT PERMITS:**

1. INDIVIDUALS OR GROUPS (THIS PERMIT IS FOR A LOCATION, IN A SPECIFIC PARK AT A SET TIME BETWEEN DAWN AND DUSK.)
2. 8:00 AM – 6:00 PM - \$250.00/UP TO FOUR (4) HOURS/PARK
3. A DISCOUNT OF UP TO 50% WILL BE GIVEN TO CITY OF WORCESTER RESIDENTS OFF THE APPLICATION FEE ONCE VERIFICATION IS SUBMITTED (DISCOUNT DO NOT APPLY TO STAFF COST OR FOR-PROFIT ORGANIZATIONS)
4. TRASH REMOVAL/DISPOSAL FEE WILL START AT \$400.00 AND WILL INCREASE BASED ON THE SIZE OF THE EVENT. THIS FEE DOES NOT INCLUDE FACILITY CLEAN UP A MINIMUM OF \$220.00 WILL BE CHARGED FOR TRASH PICKED UP THROUGHOUT THE FACILITY.
5. ELECTRICAL FEE \$25.00 PER HOUR OF ELECTRIC USE AND WILL INCREASE DEPENDING ON WHAT THE ELECTRICITY IS FOR (I.E. BOOM BOX, COFFEE MAKER, SOUND SYSTEM, ETC.)
6. STAFF FEES WILL APPLY TO EVENTS AS DEEMED NECESSARY BY THE PARKS, RECREATION & CEMETERY DIVISION AT A RATE OF \$55.00 PER HOUR, MINIMUM OF 4 HOURS. THIS FEE IS NOT DISCOUNTABLE.

**COMMUNITY BUILDINGS:**

1. RENTALS:
2. NON-PROFIT GROUPS/ORGANIZATIONS - \$250.00/DAY – **STAFF FEES MAY APPLY**
3. PRIVATE GROUPS/ORGANIZATIONS/INDIVIDUALS - \$350.00/DAY – **STAFF FEES MAY APPLY**
4. A DISCOUNT OF UP TO 50% WILL BE GIVEN TO CITY OF WORCESTER RESIDENTS – DISCOUNTS DO NOT APPLY TO STAFF COST OF TO FOR PROFIT ORGANIZATIONS
5. \*NOTE: ADDITIONAL FEE FOR STAFF WILL BE CHARGED FOR OPENING/CLOSING, IF SETUP IS NEEDED OR DEEMED NECESSARY BY THE CITY. THE CITY RESERVES THE RIGHT TO WAIVE THE PERMIT FEE FOR MEETING/EVENTS THAT IS IN THE BEST INTEREST OF THE CITY OF WORCESTER. STAFF FEES WILL NOT BE WAIVED.

**SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS:**

ORGANIZATIONS/GROUPS/INDIVIDUALS REQUESTING PERMITS FOR EVENTS/TOURNAMENTS WILL BE CHARGED FEES AS DETERMINED ON AN INDIVIDUAL BASIS (STAFF, UTILITIES OR NEEDS AS REQUIRED BY DEPARTMENT) BASED ON DEPARTMENTAL AND PARKS & RECREATION COMMISSION REQUIREMENTS.

**PORTABLE STAGE FEE:**

THE FEE FOR DELIVERY, SET UP, BREAKDOWN AND PICKUP OF THE PORTABLE STAGE WITHIN THE CITY OF WORCESTER IS \$880.00 AND THIS FEE IS NON-NEGOTIABLE

**ADMINISTRATIVE CHARGE:**

A \$100.00 ADMINISTRATIVE CHARGE IS INCLUDED IN THE PERMIT FEE TO COVER STAFF AND SECRETARIAL COSTS, OFFICE SUPPLIES, MAILINGS, UTILITY COSTS, ETC. **THIS FEE WILL ALSO BE CHARGED FOR ANY CHANGES ON FINALIZED PERMITS.**

**REFUND POLICY:**

CITY OF WORCESTER DEPARTMENT OF PUBLIC WORKS & PARKS - PARKS, RECREATION & CEMETERY DIVISION **WILL NOT ISSUE ANY REFUNDS FOR PERMITS DUE TO WEATHER CONDITIONS. OTHER CASES WILL BE DETERMINED ON AN INDIVIDUAL BASIS.** THE CITY OF WORCESTER WILL WORK WITH EVENT, PICNIC, AND WEDDING ORGANIZERS TO ATTEMPT TO FIND AN ALTERNATIVE DATE IN CASES OF INCLEMENT WEATHER.

**FEE STRUCTURE:**

A \$125.00 NON REFUNDABLE DOWN PAYMENT WILL BE REQUIRED AT THE TIME OF REQUEST. APPROPRIATE FEES WILL BE APPLIED AS SHOWN ABOVE WITH DISCOUNTS TO BE APPLIED ONLY TO INDIVIDUAL, ORGANIZATIONS OR GROUPS THAT SUBMIT ALL REQUIRED







RESIDENCY DOCUMENTATION TO INCLUDE COMPLETED TEAM ROSTERS, COMPLETED SCHEDULES OF GAMES AND PRACTICES, TEAM LISTINGS AND A BLANK COPY OF THE LEAGUE APPLICATION WITH COST INCLUDED. THE COMMISSIONER OR HIS/HER DESIGNEE WILL REVIEW, CONFIRM AND APPROVE ALL INFORMATION BEFORE ANY DISCOUNT WILL BE APPLIED. DISCOUNTS WILL ONLY BE APPLIED AFTER A COMPLETE REVIEW OF ALL REQUIRED DOCUMENTS. THE FILING OF FALSE INFORMATION TO THE CITY OF WORCESTER DEPARTMENT OF PUBLIC WORKS & PARKS - PARKS, RECREATION & CEMETERY DIVISION WILL RESULT IN A LOSS OF PERMITS AND THE CHARGING OF FULL FEES FOR THE ENTIRE REQUEST. ANY ORGANIZATION, INDIVIDUAL AND/OR GROUP FOUND TO PROVIDE FALSE INFORMATION WILL BE REQUIRED TO ATTEND A PARKS & RECREATION COMMISSION MEETING TO JUSTIFY THE ALLEGED FILING AND WOULD CONSEQUENTLY NEED APPROVAL FROM THE PARKS & RECREATION COMMISSION FOR FUTURE REQUEST. A 2% LATE CHARGE WILL BE ASSESSED TO TALL LEAGUES/ORGANIZATIONS EACH MONTH IF THE INVOICE IS NTO PAID WITHIIN 45 DAYS OF THE INVOICE DATE.

INITIALS







## Placement of Tables, Chairs, and Tents

All tables and chairs will be underneath 10' X 10' tents. The tents will be held down with weighted objects. We will not be using spikes to hold tents in place.

See estimated placement of the tents (tables and chairs underneath) represented in the map below as black ovals on the Russel Street side of the park between William and Cedar Streets.









## Trash Disposal Plan for Operation Playhouse Build-A-Thon on June 24, 2022 (rain date July 1, 2022)

- A. Participating sponsored volunteer teams will be provided with 2 industrial size plastic trash bags for each Playhouse being built. This would likely mean a total of 10 to 20 industrial size plastic trash bags for the entire event.
- B. Participants will be asked to dispose of trash and pick up trash throughout the event within the plastic trash bags provided.
- C. Participants will be asked to pick up all trash at the end of the event and place the trash in the provided plastic trash bags.
- D. We will load all trash bags onto our truck and dispose of the trash in the dumpsters at our Worcester ReStore address 640 Lincoln Street Suite 100, Worcester, MA. 01605.









# The City of **WORCESTER**

Department of Public Works & Parks

Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the "Public Participation" section of this meeting, you may join us directly within the 50 Skyline Drive Meeting Room A. Follow the information above to join via the WebEx application or dial the direct line as indicated. If you would like to raise your hand when in the meeting as a call-in user you may dial \*3.

Topics to include: Request to serve alcohol at the Worcester Common on April 3, 2022, April 23, 2022 & May 28, 2022

The DPW & Parks, Parks & Recreation Division has received a request/requests to serve alcoholic beverages at the Worcester Common as part of a special event. We are cordially inviting you to attend this meeting, as this presentation will be followed by an open public discussion/question and comments period to allow the Parks and Recreation Commission to better understand and ascertain the impact to the neighbors, citizens and organizations that currently use the facility.

**Parks & Recreation Commission Meeting**  
**Date: March 3, 2022 Time: 6:30 PM**  
**In person Meeting**  
**Meeting Room A—50 Skyline Drive Worcester, MA**

## INVITE

**For Virtual:** Go to [www.webex.com](http://www.webex.com)  
Click the "join" button on the top right side of the screen

Enter Meeting ID#: 2300 728 0228  
Enter Password: Parkscomm3-3

**If you choose to attend via phone:**  
Call 1-415-655-0001  
Enter Meeting ID#: 2300 728 0228

The City of Worcester does not discriminate on the basis of disability. The Parks, Recreation and Cemetery Division will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon advance request.

Please contact the Parks Division at [parks@worcestermma.gov](mailto:parks@worcestermma.gov) or phone (508) 799-1190 or the City ADA Coordinator at [disabilities@worcestermma.gov](mailto:disabilities@worcestermma.gov).









The City of  
**WORCESTER**

*Department of Public Works & Parks*

**THE DPW & PARKS**

**PARKS RECREATION & CEMETERY DIVISION WOULD LIKE TO TAKE THIS OPPORTUNITY TO INFORM YOU THAT IF YOU HAVE ANY COMPLAINTS AFTER REGULAR BUSINESS HOURS ABOUT LOUD MUSIC, ALCOHOL COMSUPTION, ILLEGAL PARKING OR OTHER ILLEGAL ACTIVITIES AT THE PARK YOU MAY REACH OUT TO PARKS SECURITY AT THENUMBER BELOW**

**508-612-1121**

For emergencies you may also call  
the Police Department at 911 or at  
508-799-8686.



**City Of Worcester, DPW and Parks  
Parks, Recreation and Cemetery Division  
50 Skyline Drive  
Worcester, Massachusetts 01605-2898**

PLEASE  
PLACE  
STAMP  
HERE





Edward M. Augustus, Jr.  
City Manager

CITY OF WORCESTER

cm2022jan06012618

Attachment for Item # 11.36 E

January 11, 2022

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

I respectfully request City Council's consideration, deliberation, and adoption of the attached resolution to file and accept a Fiscal Year 2022 Grant with and from the Commonwealth of Massachusetts, Executive Office of Energy and Environmental Affairs, Division of Conservation Services, on behalf of the National Park Service for the Land and Water Conservation Fund (LWCF) Grant Program, to renovate University Park (Crystal Park).

The City will be requesting funding of \$1,000,000 from the reimbursable Land and Water Conservation Fund Grant Program. Renovations at University Park (Crystal Park) in the Main South neighborhood will include a new spray park (as identified in the approved Master Plan), accessible walkways to the facility, seating areas, a new support building and other site improvements to allow better overall operation of the facility located in an Environmental Justice Neighborhood. These renovations will continue improvement to this facility.

No additional city positions are required to implement this grant. In addition to these grant funds, a future city capital improvement tax levy borrowing of Two Million Five Hundred Thousand Dollars And No Cents (\$2,500,000.00) will be required to complete this project.

Respectfully submitted,

Edward M. Augustus, Jr.  
City Manager

OFFICE OF THE CITY MANAGER, CITY HALL, WORCESTER, MA 01608

TELEPHONE (508) 799-1175 | FAX (508) 799-1208

EMAIL: [citymanager@worcesterma.gov](mailto:citymanager@worcesterma.gov)









The City of  
**WORCESTER**  
Department of Public Works & Parks

Department of Public Works & Parks  
Jay J. Fink, P.E., Commissioner  
20 East Worcester Street, Worcester, MA 01604  
P | 508-929-1300 F | 508-799-1448  
dpw@worcesterma.gov

**To:** Edward M. Augustus, Jr., City Manager

**From:** Jay J. Fink, P.E., Commissioner

**Date:** January 11, 2022

**Re:** Finance Request

Attached please find a resolution to file and accept a Fiscal Year 2022 Grant with and from the Commonwealth of Massachusetts, Executive Office of Energy & Environmental Affairs, Division of Conservation Services on behalf of the National Park Service for the Land and Water Conservation Fund Grant Program to renovate University Park (Crystal Park).

The Commonwealth of Massachusetts Executive Office of Energy and Environmental Affairs, Division of Conservation Services (DCS) will be offering reimbursable Land and Water Conservation Fund Grants to municipalities to support acquisition and development of public outdoor recreation areas and facilities. The program is intended to create and maintain a nationwide legacy of high quality recreation areas and facilities or recreation area, or the acquisition of conservation land.

The City will request funding of \$1,000,000 from the reimbursable Land and Water Conservation Fund Grant Program. If approved, with additional tax levy capital funds, renovations at University Park (Crystal Park) which will include a new spray park (as identified in the approved Master Plan), accessible walkways within the facility, seating areas, new support building and other site improvements to allow better overall operation of the facility located in this Environmental Justice Neighborhood. These renovations will continue improvements to this facility

The current schedule for this grant is as follows:

Application Submission	January 2022
Expected Grant Award (if approved)	December 2022
Commonwealth Contract Development	January – February 2023
Design	February 2023 – May 2023
Bidding of the Project	May 2023 – June 2023
Construction	July 2023 – December 2024

No additional city positions are required to implement this grant. In addition to these grant funds, a future city capital improvement tax levy borrowing of two million five hundred thousand dollars (\$2,500,000) will be required to complete this project.







As per the resolution, I respectfully request the City Manager be authorized to file and accept this grant from the Commonwealth of Massachusetts Executive Office of Energy and Environmental Affairs, Division of Conservation Services.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jay J. Fink', with a horizontal line extending to the left.

Jay J. Fink, P.E.  
Commissioner of Public Works & Parks

**Attachments**

[# 6734 – University Park LWCF Grant FY22]







**A RESOLUTION TO FILE AND ACCEPT A FISCAL YEAR 2022 GRANT WITH AND FROM THE COMMONWEALTH OF MASSACHUSETTS, EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS, DIVISION OF CONSERVATION SERVICES ON BEHALF OF THE NATIONAL PARK SERVICE FOR THE LAND AND WATER CONSERVATION FUND GRANT PROGRAM TO RENOVATE UNIVERSITY PARK (CRYSTAL PARK)**

- WHEREAS:** The Department of Public Works and Parks has an opportunity to enhance and beautify University Park through a project focused on a number of basic themes including: reducing inconveniences and disruptions to local abutters and neighborhoods; improving environmental conditions; improvement of aesthetics; improvements to the climate resiliency; installation of state-of-the-art equipment; providing new accessible walkways; and programming options; and
- WHEREAS:** Once completed this renovation will greatly enhance this facility with improved infrastructure, state-of-the-art park amenities (active and passive), and will truly become a tremendous asset to be passed on to future generations; and
- WHEREAS:** University Park (Crystal Park) was purchased in 1887 and added to in 1889 dedicated to park and recreation purposes under M.G.L. Chapter 45, Section 14. The park has historically been a gathering place for local residents and currently has basketball, volleyball, playground and walking paths, and;
- WHEREAS:** The Commonwealth of Massachusetts, Executive Office of Energy and Environmental Affairs, Division of Conservation Services on behalf of the National Park Service are offering the reimbursable Land and Water Conservation Fund Grant Program (PL 88-578) to municipalities to support acquisition and development of public outdoor recreation areas and facilities. The program is intended to create and maintain a nationwide legacy of high quality recreation areas and facilities or recreation area, or the acquisition of conservation land; and
- WHEREAS:** This grant opportunity will provide additional funding for the renovations to University Park (Crystal Park) which will include a new spray park (as identified in the approved Master Plan), accessible walkways to the facility, seating areas, new support building and other site improvements to allow better overall operation of the facility located in an Environmental Justice Neighborhood. These renovations will continue improvements to this facility; and
- WHEREAS:** This grant opportunity, upon award will reimburse 50% of the total project cost or a maximum of \$1,000,000 with the remaining project balance funded by the tax-levy Capital Improvement Program; and
- WHEREAS:** This renovation will enhance the quality of the facilities at University Park (Crystal Park) and will be a win-win for the neighborhood residents and organizations that currently do not have access to this facility.







NOW, THEREFORE, BE IT RESOLVED:

1. That the City Manager be and is hereby authorized to file and accept the Land and Water Conservation Fund Grant with and from the Commonwealth of Massachusetts, Executive Office of Energy and Environmental Affairs, Division of Conservation Services on behalf of the National Park Service.
2. That the City Manager be and is hereby authorized to appropriate, expend from available balances, or borrow an amount equal to the total project cost of \$2,500,000.00 as stated in the application.
3. That the City Manager be and is hereby authorized to take such other actions as are necessary to carry out the terms, purposes and conditions of this grant to be administered by the Department of Public Works & Parks.







**A RESOLUTION TO FILE AND ACCEPT A FISCAL YEAR 2022 GRANT WITH AND FROM THE COMMONWEALTH OF MASSACHUSETTS, EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS, DIVISION OF CONSERVATION SERVICES ON BEHALF OF THE NATIONAL PARK SERVICE FOR THE LAND AND WATER CONSERVATION FUND GRANT PROGRAM TO RENOVATE UNIVERSITY PARK (CRYSTAL PARK)**

**WHEREAS:** The Department of Public Works and Parks has an opportunity to enhance and beautify University Park through a project focused on a number of basic themes including: reducing inconveniences and disruptions to local abutters and neighborhoods; improving environmental conditions; improvement of aesthetics; improvements to the climate resiliency; installation of state-of-the-art equipment; providing new accessible walkways; and programming options; and

**WHEREAS:** Once completed this renovation will greatly enhance this facility with improved infrastructure, state-of-the-art park amenities (active and passive), and will truly become a tremendous asset to be passed on to future generations; and

**WHEREAS:** University Park (Crystal Park) was purchased in 1887 and added to in 1889 dedicated to park and recreation purposes under M.G.L. Chapter 45, Section 14. The park has historically been a gathering place for local residents and currently has basketball, volleyball, playground and walking paths, and;

**WHEREAS:** The Commonwealth of Massachusetts, Executive Office of Energy and Environmental Affairs, Division of Conservation Services on behalf of the National Park Service are offering the reimbursable Land and Water Conservation Fund Grant Program (PL 88-578) to municipalities to support acquisition and development of public outdoor recreation areas and facilities. The program is intended to create and maintain a nationwide legacy of high quality recreation areas and facilities or recreation area, or the acquisition of conservation land; and

**WHEREAS:** This grant opportunity will provide additional funding for the renovations to University Park (Crystal Park) which will include a new spray park (as identified in the approved Master Plan), accessible walkways to the facility, seating areas, new support building and other site improvements to allow better overall operation of the facility located in an Environmental Justice Neighborhood. These renovations will continue improvements to this facility; and

**WHEREAS:** This grant opportunity, upon award will reimburse 50% of the total project cost or a maximum of \$1,000,000 with the remaining project balance funded by the tax-levy Capital Improvement Program; and

**WHEREAS:** This renovation will enhance the quality of the facilities at University Park (Crystal Park) and will be a win-win for the neighborhood residents and organizations that currently do not have access to this facility.







**NOW, THEREFORE BE IT RESOLVED, *that***

1. That the City Manager be and is hereby authorized to file and accept the Land and Water Conservation Fund Grant with and from the Commonwealth of Massachusetts, Executive Office of Energy and Environmental Affairs, Division of Conservation Services on behalf of the National Park Service.
2. That the City Manager be and is hereby authorized to appropriate, expend from available balances, or borrow an amount equal to the total project cost of \$2,500,000.00 as stated in the application.
3. That the City Manager be and is hereby authorized to take such other actions as are necessary to carry out the terms, purposes and conditions of this grant to be administered by the Department of Public Works & Parks.

**In City Council**

**January 11, 2022**

**Resolution adopted by a yea and nay vote of Eleven Yeas and No Nays**

A handwritten signature in black ink, appearing to read 'Nikolin Vangjeli', with a stylized flourish at the end.

**A Copy. Attest:**

**Nikolin Vangjeli  
City Clerk**







Edward M. Augustus, Jr.  
City Manager



CITY OF WORCESTER

February 15, 2022

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

I respectfully recommend City Council's adoption of the attached Salary Ordinance Amendments, as received from William Bagley, Director of Human Resources and Jay Fink, Commissioner of DPW & Parks, and forwarded for the consideration of your Honorable Body.

This plan will put Worcester a year ahead of the Commonwealth requirement and give us additional leverage in securing staff for much needed work throughout the City.

Respectfully submitted,

Edward M. Augustus, Jr.  
City Manager









The City of  
**WORCESTER**

Human Resources Department  
**William R. Bagley, Jr., Director**  
City Hall, 455 Main Street, Worcester, MA 01608  
P | 508-799-1030 F | 508-799-1040  
HR@worcesterma.gov

February 11, 2022

Edward M. Augustus Jr., City Manager  
City of Worcester, Massachusetts

RE: Amendment of Salary Ordinance

Dear Mr. Augustus:

The attached amendment to the Salary Ordinance is forwarded to you for City Council approval. The proposed amendment will increase the hourly rate for several seasonal job classifications in the DPW & Parks Department, based on the new minimum wages in the Commonwealth of Massachusetts. These increases will affect positions at the Green Hill Golf Course, as well as in the numerous recreation programs of this Division. The increases of hourly rates are small in nature, but are critical for maintaining attractive and competitive wages. The last update of these salaries occurred in March of 2019 and included minimum wage increases through the 2021 calendar year.

I have enclosed the recommendations of Commissioner Jay J. Fink for increasing the hourly rates for seasonal positions in the DPW & Parks Division. Should you require any additional information, please feel free to contact me at extension 31134.

Sincerely,

A handwritten signature in black ink, appearing to read "WRB", followed by a long horizontal line and a small flourish at the end.

William R. Bagley Jr.,  
Director of Human Resources

Cc: Timothy McGourthy, Chief Financial Officer









The City of  
**WORCESTER**  
Department of Public Works & Parks

Department of Public Works & Parks  
Jay J. Fink, P.E., Commissioner  
20 East Worcester Street, Worcester, MA 01604  
P | 508-929-1300 F | 508-799-1448  
dpw@worcesterma.gov

**To:** Edward M. Augustus, Jr., City Manager  
**From:** Jay J. Fink, P.E., Commissioner  
**Date:** February 11, 2022  
**Re:** Seasonal Staff Salary Adjustments

Attached please find the updated seasonal salary schedule for DPW & Parks staff. These revisions are forwarded for your consideration and approval for submission to the City Council.

The City of Worcester, DPW & Parks is preparing to advertise seasonal positions for the 2022 calendar year which requires salary increases based on the new Commonwealth of Massachusetts minimum wage increase program. The last City of Worcester update was completed in March 2019 and included minimum wage increases through the 2021 Calendar Year.

The Commonwealth of Massachusetts increased the minimum wage in 2018 as follows:

2022 -	\$14.25 per hour
2023 -	\$15.00 per hour

These changes have necessitated a review of our seasonal employee salaries and positions. DPW & Parks recommends that seasonal positions be set at a minimum of \$15.00 per hour with the following changes as outlined in the attached document:

1. Minimum salary changes for all seasonal employees commencing calendar year 2022.
2. Step increases of 25 cents per year for returning seasonal staff commencing with calendar year 2024.

I respectfully request that 2022 salary changes be retroactive to January 1, 2022 and that all future increases be effective on January 1 of each respective year. Please feel free to contact me with any questions.

Sincerely,



Jay J. Fink, P.E.  
Commissioner of Public Works & Parks

**Attachments**

[# 4352 – Seasonal Staff Salary Adjustments]







**AN ORDINANCE AMENDING THE SALARY ORDINANCE  
OF AUGUST 20, 1996  
OCCUPATIONAL GROUP M - RECREATION**

Be it ordained by the City Council of the City of Worcester, as follows:

**Section 1:** Notwithstanding anything to the contrary, Appendix C of the Revised Ordinances of 2008 (Salary Ordinance of August 20, 1996) be and is hereby amended by deleting the current Occupational Group M- Recreation, and inserting in lieu the attached Occupational Group M- Recreation, effective on the following dates: (1) January 1, 2022, and (2) January 1, 2023.

**Section 2:** Notwithstanding anything to the contrary, Appendix C of the Revised Ordinances of 2008 (Salary Ordinance of August 20, 1996) be and is hereby amended by deleting the current Salary Schedule 2- Aquatics and Recreation, and inserting in lieu the attached salary schedules, effective on the following dates: (1) January 1, 2022, and (2) January 1, 2023.

**Section 3:** Notwithstanding anything to the contrary, Part I, Section 6 of Appendix C of the Revised Ordinances of 2008 (Salary Ordinance of August 20, 1996) be and is hereby amended by deleting section 6.12: Stipends and Reimbursements for Aquatic Staff - Parks, Recreation and Cemetery Division, and inserting in lieu the following:

**6.12 Stipends and Reimbursements for Aquatic Staff - Parks, Recreation and Cemetery Division**

Effective January 1, 2022, all Aquatic staff who begin and complete an entire season with the Division of Parks, Recreation and Cemetery shall receive a stipend from \$100.00 to \$500.00. This stipend shall be determined each year based on the budget restrictions and market demand. This stipend shall only be approved when an employee completes an entire season, which includes orientation, the first day, July 4<sup>th</sup>, and last day of the program, as well as a minimum of two hundred hours of non-overtime work.

All Aquatic personnel who begin work and complete an entire session with the Division of Parks, Recreation and Cemetery shall receive a reimbursement for one bathing suit purchased for the current aquatic season up to \$75.00. All suits must be approved by the Commissioner of Public Works and Parks or his designee, and a receipt must be required for reimbursement. This reimbursement shall only be approved when an employee completes an entire session, which includes orientation, the first day, July 4<sup>th</sup>, and the last day of the program, as well as a minimum of two hundred hours of non-overtime work.

All Aquatic staff that have a Water Safety Instructor Certification (WSI) and teach swim lessons will be paid a stipend of \$50 to \$100.00 per swim session, if they complete the entire Summer Aquatic Program season. This stipend amount shall be determined each year based on the budget restrictions and market demand. Instructors (WSI) can earn a stipend between \$10.00 and \$20.00 per day for completed swim sessions. Swim Lessons shall meet nationally approved standards and be authorized by the Department of Public Works and Parks Commissioner or his designee. To qualify for this stipend, a complete course record sheet with daily attendance information shall be submitted, and Water Safety Instructors shall have a current WSI Certification valid through the current year. All stipends shall be processed at the end of the season.







Aquatic Staff that have current certifications that require No Recertification Training shall receive a \$25.00 stipend for each current certifications that is provided. Certifications that qualify for stipend include the following: Certification in American Red Cross Lifeguard training, Certification in YMCA Lifeguard training, American Red Cross Community First Aid training, or American Red Cross Standard First Aid, American Red Cross CPR for the Professional Rescuer/AED, or American Heart Association CPR for Health care Provider issued within the last year, Certification In American Red Cross Water Safety Instructor (WSI) or equivalent, Certification Aquatic Facility Operator(AFO) or Certified Pool Operation (CPO), or others, as approved by the DPW & Parks Commissioner or his designee.

**Section 4:** This ordinance shall be effective on the dates contained herein.







# OCCUPATIONAL GROUP M - RECREATION

LINE NO.	JOB CLASSIFICATION	PAY GRADE	MINIMUM SALARY	MAXIMUM SALARY	SHORT TITLE	TITLE NO.
<b>EFFECTIVE JANUARY 1, 2022</b>						
1	AQUATIC DIRECTOR (SEASONAL)	1R (NU)	21.00		AQUA DIR	0641
2	ASSISTANT AQUATIC DIRECTOR (SEASONAL)	3R (NU)	19.50		AS AQ DIR	0643
3	ASSISTANT AQUATIC DIRECTOR WATER SAFETY (SEASONAL)	3R (NU)	19.50		WTR SAF AS DIR	0340
4	ASSISTANT DIRECTOR OF SEASONAL MAINTENANCE	6R (NU)	18.00		MAINT AS DIR	0344
5	ASSISTANT HEAD GOLF COURSE PROFESSIONAL	FLAT WEEK	650.00		AS HD GOLF	0198
6	ASSISTANT HEAD LIFEGUARD (SEASONAL)	5R (NU)	18.25		AS HD FAC	0062
7	ASSISTANT HEAD RECREATIONAL LEADER (SEASONAL)	10R (NU)	16.00		LEA REC SE	0636
8	ASST DIRECTOR OF RECREATIONAL PROGRAMMING (SEASON/3R (NU)	3R (NU)	19.50		SV AST REC	0646
9	GATE KEEPER (SEASONAL)	12R (NU)	15.00		GATE KEEP	0365
10	HEAD LIFEGUARD (SEASONAL)	4R (NU)	18.75		HD FAC LFG	0061
11	HEAD RANGER, GREEN HILL GOLF COURSE	9R (NU)	16.50		HD GOLF RANG	0313
12	HEAD RECREATION LEADER (SEASONAL)	8R (NU)	17.00		HD REC LEA	0341
13	LIFEGUARD (SEASONAL)	7R (NU)	17.50		GUARD LIFE	0642
14	MAINTENANCE CREW SUPERVISOR (SEASONAL)	10R (NU)	16.00		SPV MAINT SE	0364
15	MAINTENANCE WORKER (SEASONAL)	12R (NU)	15.00		MAINT WK SE	0463
16	PRO-SHOP SALES, GREEN HILL GOLF COURSE	12R (NU)	15.00		SHOP SALES	0345
17	RANGER, GREEN HILL GOLF COURSE	12R (NU)	15.00		RANGER	0339
18	RECREATION LEADER (SEASONAL)	12R (NU)	15.00		LEA REC SE	0637
19	RECREATIONAL PROGRAM DIRECTOR (SEASONAL)	1R (NU)	21.00		SPV REC SE	0633
20	SEASONAL MAINTENANCE DIRECTOR	2R (NU)	20.25		DIR MAINT SE	0343
21	PARKS & RECREATION LEADER (INTERNSHIP)	FLAT HOUR	17.25		PA LEADER INT	0443
22	SENIOR RANGER, GREEN HILL GOLF COURSE	11R (NU)	15.25		SR RANGER	0338
23	SNACK SHACK, GREEN HILL GOLF COURSE	12R (NU)	15.00		SR SH PERSO	0346
24	WATER SAFETY INSTRUCTOR (SEASONAL)	7R (NU)	17.50		IN WTR SAF	0148
25	GOLF OPERATIONS SERVICE PERSON	39M (NU)	1,147.20	1,500.80	SRV PRS GOLF	0199
26	DRIVING RANGE GREEN HILL GOLF COURSE	12R (NU)	15.00		DRIVING RANGE	0446
27	HEAD GATE KEEPER (SEASONAL)	10R (NU)	16.00		HD GATE KEEP	0587
28	SENIOR PARKS RANGER	10R (NU)	16.00		SR RANGER PA	0588
29	ASSISTANT HEAD GOLF COURSE PROFESSIONAL	PG 25 (NU)	674.80	894.80	ASST HD GOLF	0589
<b>EFFECTIVE JULY 1, 2021</b>						
30	PROGRAM COORDINATOR, WORCESTER RECREATION	29 (NU)	773.20	1,025.60	CO PR WOR REC	0473
31	ASSISTANT PROGRAM COORDINATOR, WORCESTER RECREATION	24 (NU)	658.00	864.00	AST CO PR REC	0474
32	SITE COORDINATOR (ACADEMIC YEAR), RECREATION PROGRAM	FLAT HOUR	13.00	38.50	CO SITE ACA REC	0475
33	SITE COORDINATOR (SUMMER), RECREATION PROGRAM	FLAT HOUR	13.00	18.50	CO SITE SUM REC	0476
34	PROGRAMMING LEAD, WORCESTER RECREATION	FLAT HOUR	13.00	18.50	LEAD PROG REC	0477
35	YOUTH WORKER II, RECREATION PROGRAM	FLAT HOUR	12.50	18.50	YOUTH WKER II	0478
36	YOUTH WORKER I, RECREATION PROGRAM	FLAT HOUR	11.00	16.00	YOUTH WKER I	0479
37	DATA COORDINATOR, RECREATION PROGRAM	FLAT HOUR	11.00	16.00	CO DATA PR REC	0481
38	COUNSELOR IN TRAINING (CIT), RECREATION PROGRAM	FLAT HOUR	8.00		CIT PR REC	0482







**AN ORDINANCE AMENDING THE SALARY ORDINANCE  
OF AUGUST 20, 1996  
OCCUPATIONAL GROUP R – LABORER AND CRAFTSMAN**

Be it ordained by the City Council of the City of Worcester, as follows:

**Section 1:** Notwithstanding anything to the contrary, Appendix C of the Revised Ordinances of 2008 (Salary Ordinance of August 20, 1996) be and is hereby amended by deleting the following words and figures in said Occupational Group R, Laborer and Craftsman:

LINE NO.	JOB CLASSIFICATION	PAY GRADE	MIN SALARY	MAX SALARY	SHORT TITLE	TITLE NO.
24.	LABORER (TEMPORARY)	FLAT HOUR	\$14.00		LABOR TEMP	0960

And insert in lieu thereof the following:

LINE NO.	JOB CLASSIFICATION	PAY GRADE	MIN SALARY	MAX SALARY	SHORT TITLE	TITLE NO.
24	LABORER (TEMPORARY)	<u>Effective January 1, 2022</u> FLAT HOUR		\$15.50	LABOR TEMP	0960
24	LABORER (TEMPORARY)	<u>Effective January 1, 2023</u> FLAT HOUR		\$15.50	\$16.50 LABOR TEMP	0960

**Section 2:** This ordinance shall be effective on the dates contained herein.







# OCCUPATIONAL GROUP M - RECREATION

LINE NO.	JOB CLASSIFICATION	PAY GRADE	MINIMUM SALARY	MAXIMUM SALARY	SHORT TITLE	TITLE NO.
<b>EFFECTIVE JANUARY 1, 2023</b>						
1	AQUATIC DIRECTOR (SEASONAL)	1R (NU)	21.00	22.00	AQUA DIR	0641
2	ASSISTANT AQUATIC DIRECTOR (SEASONAL)	3R (NU)	19.50	20.50	AS AQ DIR	0643
3	ASSISTANT AQUATIC DIRECTOR WATER SAFETY (SEASONAL)	3R (NU)	19.50	20.50	WTR SAF AS DIR	0340
4	ASSISTANT DIRECTOR OF SEASONAL MAINTENANCE	6R (NU)	18.00	19.00	MAINT AS DIR	0344
5	ASSISTANT HEAD GOLF COURSE PROFESSIONAL	FLAT WEEK	650.00	750.00	AS HD GOLF	0198
6	ASSISTANT HEAD LIFEGUARD (SEASONAL)	5R (NU)	18.25	19.25	AS HD FAC	0062
7	ASSISTANT HEAD RECREATIONAL LEADER (SEASONAL)	10R (NU)	16.00	17.00	LEA REC SE	0636
8	ASST DIRECTOR OF RECREATIONAL PROGRAMMING (SEASON/3R (NU)	10R (NU)	19.50	20.50	SV AST REC	0646
9	GATE KEEPER (SEASONAL)	12R (NU)	15.00	16.00	GATE KEEP	0365
10	HEAD LIFEGUARD (SEASONAL)	4R (NU)	18.75	19.75	HD FAC LFG	0061
11	HEAD RANGER, GREEN HILL GOLF COURSE	9R (NU)	16.50	17.50	HD GOLF RANG	0313
12	HEAD RECREATION LEADER (SEASONAL)	8R (NU)	17.00	18.00	HD REC LEA	0341
13	LIFEGUARD (SEASONAL)	7R (NU)	17.50	18.50	GUARD LIFE	0642
14	MAINTENANCE CREW SUPERVISOR (SEASONAL)	10R (NU)	16.00	17.00	SPV MAINT SE	0364
15	MAINTENANCE WORKER (SEASONAL)	12R (NU)	15.00	16.00	MAINT WK SE	0463
16	PRO-SHOP SALES, GREEN HILL GOLF COURSE	12R (NU)	15.00	16.00	SHOP SALES	0345
17	RANGER, GREEN HILL GOLF COURSE	12R (NU)	15.00	16.00	RANGER	0338
18	RECREATION LEADER (SEASONAL)	12R (NU)	15.00	16.00	LEA REC SE	0637
19	RECREATIONAL PROGRAM DIRECTOR (SEASONAL)	1R (NU)	21.00	22.00	SPV REC SE	0633
20	SEASONAL MAINTENANCE DIRECTOR	2R (NU)	20.25	21.25	DIR MAINT SE	0343
21	PARKS & RECREATION LEADER (INTERNSHIP)	FLAT HOUR	17.25	18.25	PA LEADER INT	0443
22	SENIOR RANGER, GREEN HILL GOLF COURSE	11R (NU)	15.25	16.25	SR RANGER	0338
23	SNACK SHACK, GREEN HILL GOLF COURSE	12R (NU)	15.00	16.00	SN SH PERSO	0346
24	WATER SAFETY INSTRUCTOR (SEASONAL)	7R (NU)	17.50	18.50	IN WTR SAF	0148
25	GOLF OPERATIONS SERVICE PERSON	39M (NU)	1,147.20	1,500.80	SRV PRS GOLF	0199
26	DRIVING RANGE GREEN HILL GOLF COURSE	12R (NU)	15.00	16.00	DRIVING RANGE	0446
27	HEAD GATE KEEPER (SEASONAL)	10R (NU)	16.00	17.00	HD GATE KEEP	0587
28	SENIOR PARKS RANGER	10R (NU)	16.00	17.00	SR RANGER PA	0588
29	ASSISTANT HEAD GOLF COURSE PROFESSIONAL	PG 25 (NU)	674.80	894.80	ASST HD GOLF	0589
<b>EFFECTIVE JULY 1, 2021</b>						
30	PROGRAM COORDINATOR, WORCESTER RECREATION	29 (NU)	773.20	1,025.60	CO PR WOR REC	0473
31	ASSISTANT PROGRAM COORDINATOR, WORCESTER RECREATION	24 (NU)	658.00	864.00	AST CO PR REC	0474
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37	DATA COORDINATOR, RECREATION PROGRAM	FLAT HOUR	11.00	16.00	CO DATA PR REC	0481
38	COUNSELOR IN TRAINING (CIT), RECREATION PROGRAM	FLAT HOUR	8.00		CIT PR REC	0482







**SALARY SCHEDULE 2 - AQUATICS AND RECREATION (SEASONAL, NON-UNION)**

<b>PAY GRADE</b>	<b>MINIMUM STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>MAXIMUM STEP 5</b>
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**EFFECTIVE JANUARY 1, 2022**

1R	HOURLY	21.00
2R	HOURLY	20.25
3R	HOURLY	19.50
4R	HOURLY	18.75
5R	HOURLY	18.25
6R	HOURLY	18.00
7R	HOURLY	17.50
8R	HOURLY	17.00
9R	HOURLY	16.50
10R	HOURLY	16.00
11R	HOURLY	15.25
12R	HOURLY	15.00

**EFFECTIVE JANUARY 1, 2023**

1R	HOURLY	21.00	21.25	21.50	21.75	22.00
2R	HOURLY	20.25	20.50	20.75	21.00	21.25
3R	HOURLY	19.50	19.75	20.00	20.25	20.50
4R	HOURLY	18.75	19.00	19.25	19.50	19.75
5R	HOURLY	18.25	18.50	18.75	19.00	19.25
6R	HOURLY	18.00	18.25	18.50	18.75	19.00
7R	HOURLY	17.50	17.75	18.00	18.25	18.50
8R	HOURLY	17.00	17.25	17.50	17.75	18.00
9R	HOURLY	16.50	16.75	17.00	17.25	17.50
10R	HOURLY	16.00	16.25	16.50	16.75	17.00
11R	HOURLY	15.25	15.50	15.75	16.00	16.25
12R	HOURLY	15.00	15.25	15.50	15.75	16.00



